

HESN: AID-OAA-A-12-00095

IDIN Quarterly Report

October 1, 2012 – December 31, 2012

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Executive Summary

This report describes the objectives, activities and results of the International Development Innovation Network (IDIN) project in the first quarter of the first year of the agreement (Y1Q1). The work done during this quarter mainly focused on formulating the vision of the network, laying the groundwork for the implementation of the agreement, and building relationships between consortium members and with USAID. The activities follow the four main objectives of the work plan:

Objective 1: To build a global network of innovators to create solutions that address issues of poverty

Objective 2: To create a network of innovation centers and venture accelerators to promote and support local innovation and entrepreneurship to develop and bring technologies to scale

Objective 3: To better understand the role of local innovation in the broader development context.

Objective 4: To engage students in development and prepare them to be the next generation of leaders in international development

Work to date is continuing according to plan, and is on or ahead of schedule. A key emphasis moving forward will be to complete the hiring of the dedicated IDIN staff, which will facilitate the completion of future activities and development of the long term strategic plans.

Program Description

The International Development Innovation Network (IDIN) is an international consortium of universities and colleges that will work together to build a network of innovators to better define development problems and the constraints surrounding them, prototype multiple solutions to these challenges, perform comparative evaluations to move the most promising solutions forward, and incubate ventures to disseminate the solutions. The Consortium will build the network by training people from a wide variety of backgrounds to become innovators and entrepreneurs through hands-on creative capacity building design summits. Over the course of this cooperative agreement, the IDIN Consortium will develop and conduct an array of summits that vary in length as well as content. The Consortium will actively seek opportunities for collaboration with USAID in developing the content for and participating in these summits.

In order to focus the efforts of this vibrant community of innovators, IDIN will develop mechanisms to effectively coordinate activities between network members by introducing a formal structure to support innovators and connect them to one another and advisors within the IDIN community. This structure will be facilitated by dedicated IDIN staff who will regularly follow-up with innovators in the field, manage an innovators and advisors skills database, facilitate match-making between innovators and advisors, issue calls to action to engage the network in design activities, administer micro-grants and micro-loans to support early-stage ideas, and monitor and the activities of all members of the network. Using resources developed at consortium member institutions and drawing from existing on-line collaboration tools, a web-based and mobile-phone-enabled portal will be used to keep the community connected, share locally identified development challenges, define the gaps and constraints surrounding them and facilitate the formation of teams to address these challenges.

IDIN will establish innovation centers to support the innovators who emerge from the summits and the project teams that are formed to answer the calls to action put out by the consortium. The centers will be established in phases over the course of grant period, starting in Brazil, Zambia and Ghana, and then expanding to other summit sites as new consortium partners join IDIN. These centers will provide a meeting space for local innovators to gather, share ideas and resources, prototype, experiment and refine their prototypes into products and their projects into ventures. In addition to conventional hand tools and basic power tools, they will be equipped with rapid prototyping, digital fabrication and telecommunications equipment in order to facilitate international collaborations with consortium members and between innovation centers. A full time workshop manager will not only provide technical assistance to network members but will also do training and outreach in the surrounding community.

Beyond providing resources and ongoing support for innovators that emerge from the summits, these innovation centers will offer a vital link between consortium members, USAID and hundreds of brilliant inventors from every continent. Students from consortium campuses will work at the innovation centers as a venue for co-creation when doing fieldwork on joint projects with IDIN members. The centers will also provide basic entrepreneurship training and will incubate fledgling ventures; as the ventures mature, they will be eligible for CSU's New Economy Venture Accelerators or the MIT's D-Lab Scale-Ups Program. The centers will also provide opportunities for experimentation and dissemination of technologies developed by consortium members, USAID and other partners.

A research group established at MIT will direct continuous data collection, analysis and synthesis focused on monitoring and evaluating the work of the consortium and rigorously assessing the social, economic and political impacts of technologies generated by network members. The IDIN research group will also examine the impact of local innovation and social entrepreneurship within larger regional economic development frameworks. The dominant paradigm within international development emphasizes the role that multilateral agencies, governments, or civil society organizations can play in providing resources to people who lack basic services, lack education and employment opportunities, or lack the means to escape generational poverty. The IDIN development paradigm looks at the assets possessed by people living in poverty – particularly ingenuity, creativity, and resilience – and seeks to build upon this knowledge as a foundation for technology innovations, business innovations, and information systems. The research group will develop a framework and assessment tools that will help understand the degree to which this leads to more effective development practices.

Finally, an increase in student engagement across all the consortium campuses contributes to the effectiveness of each institution to interact with members of the network to develop, implement and scale solutions. Each consortium member will engage students to work in collaboration with innovators from the network, through existing mechanisms and by developing new classes and programs. Furthermore, it is an investment in the next generation of scientists and engineers, better preparing them to address the challenges they will face in their work to promote equity and eliminate poverty.

D-Lab at the Massachusetts Institute of Technology is the lead institution of the consortium and is presently joined by the Franklin W. Olin College of Engineering, Colorado State University, University of California at Davis, and the University of São Paulo in Brazil, with universities from other countries joining as the network expands.

Quarterly Objectives

During the first quarter, the consortium worked together to develop a work plan the laid out the following objectives:

Objective 1: To build a global network of innovators to create solutions that address issues of poverty

Objective 2: To create a network of innovation centers and venture accelerators to promote and support local innovation and entrepreneurship to develop and bring technologies to scale

Objective 3: To better understand the role of local innovation in the broader development context.

Objective 4: To engage students in development and prepare them to be the next generation of leaders in international development

Each consortium member mapped their activities onto these objectives and laid out the schedule for their completion. Below is a description of each Y1Q1 activity, following the format laid out in the IDIN year one work plan.

1 Building the Network

“To build a global network of innovators to create solutions that address issues of poverty”

1.1 Developing the infrastructure to implement the cooperative agreement

Much of the first quarter was dedicated to negotiation of the cooperative agreement, responding to USAID requests for information and building the infrastructure to move forward with the proposed work. Significant progress was made in a number of administrative and financial areas. MIT and USAID successfully negotiated Cooperative Agreement AID-OAA-A-12-00095, which required merging the IDIN and CITE proposals into a single award, while maintaining autonomy of each program for reporting purposes. MIT created a Line of Credit for funding at USAID’s request in order to facilitate the transfer and spending of funds for the agreement. The IDIN budgets were reviewed and approved for MIT and the first four sub-awards (Olin College, Colorado State University, University of California at Davis and University of São Paulo). Each sub-awardee provided the required updated documentation including a work plan, revised budgets, revised budget narrative, central contractor registration information, and a letter of support from an institutional official. Drafts of the sub-award agreements have been started by the MIT Office of Sponsored Programs and will soon be finalized. Procedural documentation related to hiring, travel, purchasing equipment is being developed to ensure compliance with the cooperative agreement and will be available for all participants during the second quarter. International travel requests for January and February submitted to USAID and were approved. Within MIT, accounts have been opened to support the accounting, cost sharing, and sub-award financials. Accounts and systems for tracking expenses and cost sharing have also been set up at Olin College. At CSU, Project Coordinator

Shelby Sack is now in place to coordinate all of the CSU activities in support of IDIN and Jes Rawley will be assisting with the financial reporting and NEVA activities of the grant. At UC Davis and USP the administrative contacts have been identified and they are waiting for the sub-award agreements in order to proceed.

IDIN responded to many requests for information during the first quarter: the IDIN branding/marketing plan was revised and approved, press releases were reviewed, the end-states document and the program summary were revised and submitted, and finally, consortium members worked together to create a draft work plan that was submitted to USAID for review and discussion. The monitoring and evaluation plan has not yet been finalized and submitted, as the IDIN Research Coordinator will play a key role in the development and implementation of the plan, and the position has not as yet been filled.

A working group was formed to work out the details of the structure of consortium, the summits and the network; to integrate existing organizational structures; and flesh out the roles and responsibilities of the positions that will be filled to do the proposed work. Nadia Elkordy was hired as the interim Network Coordinator to work with the consortium and to assist with setting up the network. Job descriptions were prepared for the Administrative Assistant, the Financial Officer, the Network Coordinator and the Summit Coordinator. The Administrative Assistant, Nai Kalema, was hired; the Financial Officer search was opened and applications are currently under consideration. It is expected that the full team will be on board by the end of March as IDIN becomes more fully operational. In the meantime, members of the consortium have been filling in as necessary to move the project and meet the USAID reporting requirements until the dedicated staff is hired.

1.2 Building capacity to increase the number of summits offered each year

A summit committee was formed and tasked with developing the vision and strategic plan for the summit offerings in the upcoming year. Four summits were envisioned: the Rethink Relief conference in April, which will be held at MIT; IDDS Zambia, which will be held in July 2013; a maternal health conference which will be held in East Africa in the fall; and IDDS Ghana, which will be held in January 2014. Daniel Mokrauer-Madden was hired as the interim Summit Coordinator to help keep the planning of these summits on track while the search for the permanent coordinator is underway. The job description for this position has been developed and a search committee is being convened.

1.3 Organizing and running an expanded offering of summits

The summits committee has established the calendar for upcoming summits through January 2014 and is working to ensure that the organizing teams are in place and well-supported. The planning team from last year's Rethink Relief conference has been augmented with additional people from MIT and Delft as well as past participants from both IDDS and Rethink Relief 2011. The team held a three-day

planning retreat in December in order to reach out to other organizations and identify appropriate mechanisms for their involvement. The team has identified potential synergies with the Parsons School of Design, Medecins sans Frontiers, the Red Cross and the Pernambuco Federal University in Brazil and will be working with them as planning proceeds. The conference is on track to run at D-Lab at MIT during the week of April 14 – 20, the primary area of concern is getting the visas for participants to attend. The focus of this summit is creating technologies for that specifically address the gap between short-term humanitarian relief and long-term sustainable development.

The team in Zambia has been meeting regularly to lay the foundation to run a four-week design summit in peri-urban and rural communities around Lusaka in July 2013. The lead organization is the National Technology Business Centre and is headed by Dr Tambatamba, director of the NTBC. The committee has engaged past participants and other organizations (such as the Technology Development Advisory Unit at the University of Zambia). They have been supported by a small sub-committee of IDDS volunteers at MIT and the interim Network Coordinator and Summit Coordinator. The team has identified the theme of the summit (Better Living through Collaborative Design) and is visiting prospective host sites. Plans have been put in place for the D-Lab Zambia team to visit and work with the team during January 2013.

A sub-committee has been formed to work on a two-week summit on Maternal Health in East Africa. IDDS alumni from East Africa as well as those with particularly relevant backgrounds were engaged to join the organizing team, including Zubaida Bai, founder and president of AYZH, a company that creates technologies that improve women's health, David Sokal, who recently retired from Family Health International, and Paula Quiñones who works with Laerdal Global Health on a low-cost birthing simulator that helps to prevent post-partum hemorrhaging. A working document for the planning of this summit is in progress and will be shared with consortium members to finalize the organizing committee membership.

Finally, in January 2014, we will hold a month-long summit in Ghana, following up on our work there in 2009 and 2011. There is a large and active group of past participants in Ghana, and efforts have begun to establish working committees to begin planning for this summit. These efforts will continue into the next quarter when Amy Smith and Benjamin Linder travel to Ghana in January.

Looking further into the future, the summits committee has tentatively identified opportunities for a four-week summit in Tanzania in July 2014 and a four-week summit in Brazil in 2015. Both sites already have local organizing committees planning for these events. Additional prospective sites include India, Cambodia, Guatemala and Honduras. Further strategic planning will happen once the permanent summit coordinator is in place.

1.4 Building a database of innovators and innovations

The database working group, led by Miguel Chaves from Caos Focado in São Paulo, has begun to develop the database of innovators and will continue through the next quarter. An excel file has been created that contains participants and organizers information from all previous design summits. The format of the database is being developed and will be finalized in the second quarter; contact information is being updated, however the database has not yet been populated with the skills and interests of each participant. The group has also started to mine newsletters from previous design summits to collect project stories and has begun to develop the template for documenting them. They are in the process of updating the project stories from IDDS 2007 and 2008.

1.5 Developing a system for collaboration and communication

Working groups have been formed to develop systems for both internal and external communications. E.mail lists have been updated and new lists created for facilitating IDIN communications. An internal communication and documentation structure has been developed to ensure that proposals, discussions and meetings are documented and organized, and encourage the consortium members to share feedback. A task management system for tracking people's efforts and managing schedules has been set up, and once it is in place a threaded discussion board will be developed to foster new ideas and opportunities for collaboration. The goal is that these systems will allow all members of the consortium to have access to the IDIN documentation and will allow new members of the consortium and to catch up quickly on past conversations.

Research has begun to determine the most appropriate mechanisms for communication with the network that allows for the variation in personal preferences as well as connectivity. Sample user profiles have been generated in order to evaluate different communication options.

1.6 Engaging with USAID field missions and programs

Several mechanisms for engaging with USAID have been proposed as part of the cooperative agreement, and during this reporting period activities were focused on two main events: the HESN launch in Washington DC and a visit of the USAID staff to MIT. Both events provided important introductions and laid the foundation for further collaboration in the future.

The launch event was the culmination of the preparatory work and a great opportunity to be introduced to the other HESN members. Meetings with USAID staff helped to clarify the expectations for the agreement and interactions with USAID as well as other HESN members. The launch also provided an opportunity for IDIN and CITE to engage MIT's Senior Administration through high-level talks with the USAID Administrator, the Secretary of State, and the Assistant to the President for Science and Technology.

To prepare for the launch, IDIN and CITE teams collaborated closely to develop informational and presentation materials, including a five minute short video outlining the activities which IDIN and CITE propose to undertake. Developed in collaboration with MIT Academic Media Production Services (AMPS), the video was used to introduce Amy Smith and Bish Sanyal's presentations at the launch event and can be found on the IDIN/CITE website and on MIT TechTV¹. The video has turned out to be an important promotional tool for the USAID initiatives on campus and continues to generate interest in both CITE and IDIN. In addition to the video, the IDIN and CITE teams also prepared a short presentation and posters for the public HESN event held at the National Academy of Sciences. Members of the IDIN network were engaged in the design of these materials, testing some of the mechanisms that will be used in the future for the IDIN calls to action.

IDIN's delegation to the launch event included representatives from each consortium university as well as the active IDIN staff: IDIN Director Amy Smith, Interim Network Coordinator Nadia Elkordy, Interim Summit Coordinator Daniel Mokrauer-Madden, Innovation Center Coordinator Kofi Taha, and student and IDDS organizer Amit Ghandi from MIT; Professor Benjamin Linder and Professor Oscar Mur-Miranda from Olin College; Executive Director of our Center for Advancement of Sustainable Enterprise Carl Hammerdorfer, Professor Aziz Asad and GSSE student Brenda Piloya from CSU; Professor Bryan Jenkins from UC Davis; Professor Tereza Carvalho and graduate and IDDS organizer Miguel Chaves from USP; and Professor George Obeng from KNUST. MIT Senior Administration delegates included Dean of Undergraduate Education Daniel Hastings, Provost Chris Kaiser, and Director of the MIT Washington Office, Bill Bonvillian. Several D-Lab and IDDS alumni in the Washington area were also able to attend the launch event. The launch was a great networking opportunity and a number of connections were formed between consortium members and USAID staff and members of the other HESN teams.

Following the launch, the consortium members were able to have an informal meeting and dinner to get to know each other better and then an extended meeting on Saturday morning to discuss communication and collaboration strategies and to flesh out details of the IDIN work plan. These meetings were important for establishing a collaborative and congenial working relationship between consortium members.

On December 17th and 18th, a delegation from USAID visited MIT to meet with the IDIN and CITE program staff. The USAID team, comprised of Agreement Officer's Representative, Jessica Rosen;

¹ <https://techtv.mit.edu/genres/23-global-awareness-action/videos/21590-coming-together-to-redefine-international-development-idin-and-cite>

Activity Manager, Dr. Ticora Jones; and Office of Science and Technology COO, Michele Schimpp; provided information and insight into the structure of HESN and USAID and led a discussion about effective ways to engage with both the Washington Office and the Field Missions. Both IDIN and CITE had the opportunity to review their work plans with the USAID representatives and to ask for clarification of expectations. Finally, the MIT and USAID teams held a strategy session to explore ways in which the USAID cooperative agreements can be leveraged to create a more focused international development research agenda at MIT. As a result of this discussion, plans were formed for a visit to MIT by Alex Deghan, Science and Technology Advisor at USAID, during which Dr Deghan would meet with MIT senior administration. Ideally the timing of this meeting would be such that Dr Deghan could speak at the Rethink Relief conference which will be held at MIT from 14 April through 20 April.

As a follow up to the visit the AOR wrote letters of introduction to the USAID field missions in Ghana, India and Zambia, as teams from Olin College and MIT would be there in January and could meet the USAID staff and begin to explore opportunities for collaboration. These meetings will take place early in the next quarter.

2 Supporting the Network

“To create a network of innovation centers and venture accelerators to promote and support local innovation and entrepreneurship to develop and bring technologies to scale”

2.1 Developing the innovation center model

Representatives from each consortium university have participated in a working group to develop the innovation center model and the interactions that the centers will have with the venture accelerators. During Y1Q1 the group began the process of creating an organizational structure that incorporates representatives from all consortium partners into the process of building local innovation centers. This structure includes a standing Innovation Center Sub-committee (ICS) that is chaired by Kofi Taha from MIT and meets on a bi-weekly basis. A large portion of the work this quarter focused on properly defining the responsibilities of the ICS, distinguishing between these responsibilities and the activities to be implemented by Local Organizing Committees (LOCs) in the countries where innovation centers will be established, and developing communication systems that will ensure proper coordination between the LOCs, the ICS, the IDIN Coordinator and the Center Director. Bi-laws for the proper functioning of the ICS have been drafted, and a document is being finalized which delineates the types of activities the ICS needs to approve versus the types of activities the LOCs will be expected to pursue autonomously.

Creation of this organizational structure was an important first step in the process of developing a consistent yet flexible model for innovation centers that will be established in different countries with

distinct cultures and local conditions. In Y1Q1, the ICS has started to prepare a detailed description of the kinds of activities and services that are expected to be included in all innovation centers; detailed parameters for work plan development, site selection, and equipment procurement; guidelines and templates for staffing and human resource management, accounting systems, equipment maintenance and lending, community outreach, and security; and a framework for participant tracking that will ensure full integration with monitoring and evaluation activities. These guidelines, templates, and sample documents are being compiled into an Innovation Center Manual, which is expected to be completed in Y1Q2.

This preliminary work will serve as a foundation for additional focus in Y1Q2 on developing business models for the innovation centers that will lead to financial self-sufficiency within three years of operation. Because each center will have to have a tailored business model, this work will not begin in earnest until each site is further along in the planning process. During Y1Q2, the ICS began to work with the Brazil LOC to identify different revenue streams and to create a strategy for financial self-sufficiency.

2.2 Setting up innovation centers

The first innovation center will be established in Sao Paolo, Brazil in an effort to support the local innovators that emerged during IDDS 2012, which occurred prior to the commencement of this cooperative agreement. In the first quarter, a Local Organizing Committee (LOC) was established in partnership with USP and preliminary work in the Dois Palitos community has begun. This work includes identification of an appropriate space to house an innovation center; preparation and submission of a work plan and budget to the Innovation Center Sub-committee; identification of potential staff; and research into the feasibility of procuring appropriate equipment for the center. These activities have laid the groundwork in anticipation of launching the Brazilian innovation center in Dois Palitos during the second quarter.

2.3 Engaging the community and maintaining continued operation

Work for this activity is scheduled to begin in the second quarter of the grant. In this quarter, however, members of the ICS committee began to catalog existing curriculum resources and operational guidelines for innovation center use once they are established, as well as to identify the new materials that need to be created. The ICS has begun compiling an Innovation Center Manual, which will be completed during the second quarter. In addition to including sections on establishing a center, i.e., guidelines on space and equipment procurement, there are sections in development on equipment maintenance, human resource management, financial management, and programming. Two training curricula, one on technology design and one on the basics of running a small enterprise, have been fully documented and will be included among several training appendices. The completed manual will also delineate a clear communication strategy that promotes consistent feedback loops between the innovation centers in the

field and the ICS.

2.4 Establishing a grants program

Although work for this activity is scheduled to begin in the second quarter, a sub-committee was formed to administer a micro-grants program that was envisioned prior to the USAID agreement and funded by the Bohemian Foundation through CSU, and that will distribute the first round of funding early in the second quarter. This group will form the basis of the IDIN grants sub-committee and will use their experiences to help form the strategy for the IDIN grants program.

2.5 Establishing an New Economy Venture Accelerator in Nairobi

CSU launched a New Economy Venture Accelerator with partners at United States International University in Nairobi, Kenya. The Board of Directors has been assembled and a team of consultants has been engaged. Scott Bellows has been installed as the NEVA Director in Nairobi and has developed educational content and guidelines for coaching venture teams. Work has begun to integrate the NEVA model with that of the innovation centers, and this will continue throughout the second quarter.

3 Understanding the Network

“To better understand the role of local innovation in the broader development context”

3.1 Building the IDIN research team

Discussions have begun with members of the faculty of the Department of Urban Studies and Planning at MIT, including the current head of the International Development Group (IDG), Professor Chris Zegras, about how to best build the research team. Working with Professor Bish Sanyal (Principal Investigator for the CITE program), IDIN Director Amy Smith will present to the IDG faculty and introduce a competitive grant process to identify appropriate faculty to join the IDIN research team. The process for hiring the IDIN Research Coordinator has begun, with the hope of filling the position by March 2014. In the meantime, a graduate student has been identified and hired to start researching frameworks and evaluation tools that may be useful to the research team.

3.2 Developing assessment tools

Work has not begun on this activity, as the research team is not yet in place.

3.3 Monitoring and evaluating impact of the innovation centers

Work for this activity will begin in the second quarter

3.4 Monitoring and evaluating impact of the innovation of IDIN

Work for this activity will begin in the third quarter

4 Engaging Students

“To engage students and prepare them to be the next generation of leaders in international development”

4.1 Preparing students to engage with the network

Work for this activity will begin in the second quarter

4.2 Engaging students to work on IDIN projects

The Affordable Design and Entrepreneurship (ADE) program at Olin College has engaged Olin, Babson and Wellesley students in two IDIN connected projects involving cassava grating in Ghana and water chlorination in India. At CSU, GSSE students are working on a new product line for AYZH, a venture launched by Zubaida Bai, who is an IDDS past participant and GSSE MBA graduate. At UC Davis, students have been engaged in developing curricular materials for upcoming summits, and are also working on IDIN projects through the Program in International Energy Technologies (PIET). USP students and MIT D-Lab students are working together to follow up on several projects from the most recent IDDS that was held in São Paulo in July 2012. Other D-Lab students are collaborating with past IDDS participants on projects in Ghana, Tanzania, Zambia and India and have been preparing for January site visits throughout the fall semester as part of the D-Lab: Development and the Cycle Ventures class.

4.3 Bringing students into the IDIN network

Work for this activity will begin in the third quarter

4.4 Engaging students with USAID field missions

Work for this activity will begin in the second quarter

Looking Ahead

The key administrative activities in the second quarter will be the hiring of the three IDIN coordinators, the negotiation of the KNUST sub-award and the identification of the appropriate Zambian partner and the negotiation of the Zambian sub-award. The first annual consortium meeting will take place during the second quarter, which will be an important step for crystallizing the vision and goals of the program, working out the long-term strategic plans and developing strategies for engaging with USAID and other HESN members. The second quarter will also see significant activity in the engagement of students with network members, the establishment of the first innovation center and the development of evaluation and research tools. The USAID-sponsored technical convening will also allow for increased interactions with other HESN members. With these activities underway, the foundation will be firmly in place for the active engagement of the innovation network and increased involvement of all consortium members.

Supporting Materials

Job descriptions

- Network Coordinator
- Summit Coordinator
- Financial and Program Administrator
- Administrative Assistant

Title: Network Coordinator, IDIN
Reports to: Director, IDIN
Location: D-Lab, MIT
Position: Full time

The International Development Innovation Network (IDIN) is part of the Higher Education Solutions Network (HESN), a groundbreaking partnership between USAID and top US and foreign universities committed to developing innovative solutions to global development challenges. IDIN is run by a consortium of universities including MIT, Olin College of Engineering, Colorado State University, University of California-Davis, University of São Paulo, and Kwame Nkrumah University of Science and Technology, and is led by D-Lab at MIT. The network is comprised of innovators in countries around the world who have participated in the International Development Design Summit (IDDS), an intense, hands-on collaborative design experience that brings together people from diverse backgrounds to create technologies and ventures that improve the lives of people living in poverty.

The IDIN Network Coordinator is principally responsible for ensuring the smooth implementation and integration of all components of the project, which include, 1) convening three or four design summits each year; 2) launching innovation centers in the communities where IDDS events are held; 3) supporting an active, diverse network that provides opportunities for ongoing collaboration, resource sharing, and mentoring; 4) assessing the impact of the innovation network through rigorous scholarship; and 5) meeting all USAID administrative and reporting requirements in a competent and timely manner. Although the incumbent will not be solely responsible for implementing all of these components, she/he will be expected to facilitate communication between a diverse set of actors and teams, both on and off campus, who will be engaged in these and other activities. This project has five years of funding from USAID.

Duties:

- Work with the Director, consortium members and steering committee to develop and implement the IDIN strategic plan
- Create and improve upon communication and collaboration protocols to enable active engagement with and between network members
- Work with the IDIN Summit Coordinator to build and maintain the IDIN databases and information repositories
- Work with the Innovation Center Committee to oversee, facilitate, and support planning, establishment, and operation of the IDIN innovation centers and venture accelerators
- Coordinate with the Research Coordinator to ensure that proper monitoring and evaluation processes are in place and operational
- Work with the Grants Committee to develop and run the IDIN Grants Program
- Travel to field sites as necessary to establish partnerships and monitor innovation centers
- Engage the network to further the work of the consortium, USAID, and its field missions
- Promote and publish the work of the network through a variety of media outlets
- Manage the IDIN network program budget in collaboration with the IDIN Financial Officer

- Ensure that IDIN meets all USAID administrative and reporting requirements in a competent and timely manner.
- Other duties as necessary

Qualifications:

- Bachelor's degree required; Master's degree or higher preferred.
- A minimum of three years experience in program management.
- International development experience and/or work in cross-cultural environments.
- A passion for the IDIN mission to use co-creation and design as tools for addressing poverty is essential.
- Strong program management and interpersonal skills, and ease with in-person, by telephone, and virtual communication.
- Strong written communication skills required.
- Strong organizational and time-management skills, including the ability to handle multiple tasks simultaneously, to work independently, and to work well in teams.
- Ability to communicate in multiple languages is preferable, but not required.
- Flexibility, resourcefulness, a cheerful attitude and a good sense of humor are critical.
- Ability to travel up to 25% of the time required.

Title: Summit Coordinator, IDIN
Reports to: Director, IDIN
Location: D-Lab, MIT
Position: Full time

The International Development Innovation Network (IDIN) is part of the Higher Education Solutions Network (HESN), a groundbreaking partnership between USAID and top US and foreign universities committed to developing innovative solutions to global development challenges. IDIN is run by a consortium of universities including MIT, Olin College of Engineering, Colorado State University, University of California-Davis, University of São Paulo, and Kwame Nkrumah University of Science and Technology, and is led by D-Lab at MIT. The network is comprised of innovators in countries around the world who have participated in the International Development Design Summit (IDDS), an intense, hands-on collaborative design experience that brings together people from diverse backgrounds to create technologies and ventures that improve the lives of people living in poverty.

The IDIN Summit Coordinator works closely with, and coordinates the efforts of, regional organizing committees, consortium members, volunteer organizers and IDDS alumni to oversee the planning and execution of design summits. This project is funded for five years by USAID and it is expected that there will be 3-4 design summit events each year.

Duties:

- Maintain communication with regional organizing committees, monitor their progress, and provide support as needed to plan and execute regional and themed design summits
- Manage and coordinate the IDDS working committees
- Work with the IDIN Network Coordinator to build and maintain the IDIN databases and information repositories
- Work with the IDDS Selection Committee to coordinate the international participant and organizer application process
- Work with the IDIN Network Coordinator to ensure appropriate coordination with, and integration of, the innovation centers that will be established at summit sites
- Travel as necessary to summit sites to establish partnerships and oversee summit preparation and implementation
- Manage the IDDS program budget in collaboration with the IDIN Financial Officer
- Establish a strong communication and reporting system with the Director
- Work with the Director, consortium members, steering committee, and the IDIN Network Coordinator to develop and implement the IDIN strategic plan as it relates to design summits and its supporting networks.
- Coordinate with the Research Coordinator to ensure that proper monitoring and evaluation processes for design summits are in place and operational
- Contribute material that will enable IDIN to meet all USAID administrative and reporting requirements in a competent and timely manner.
- Other duties as necessary

Qualifications:

- Bachelor's degree required; Master's degree or higher desirable.
- A minimum of three years of program management, conference organization and/or large event planning.
- International development experience and work in cross-cultural environments is desirable, but not required.
- A passion for the IDDS mission to use co-creation and design as tools for addressing poverty is essential.
- Strong program management and interpersonal skills, and ease with in-person, by telephone, and virtual communication.
- Strong written communication skills required.
- Strong organizational and time-management skills, including the ability to handle multiple tasks simultaneously, to work independently, and to work well in teams.
- Ability to communicate in multiple languages is preferable, but not required.
- Flexibility, resourcefulness, a cheerful attitude and a good sense of humor are critical.
- Ability to travel up to 25% required

Title: Financial and Program Administrator, IDIN
Reports to: D-Lab Administrative Officer and IDIN Program Coordinator
Location: D-Lab, MIT
Position: Full time

The International Development Innovation Network (IDIN) is part of the Higher Education Solutions Network (HESN), a groundbreaking partnership between USAID and top US and foreign universities committed to developing innovative solutions to global development challenges. IDIN is run by a consortium of universities including MIT, Olin College of Engineering, Colorado State University, University of California-Davis, University of São Paulo, and Kwame Nkrumah University of Science and Technology, and is led by D-Lab at MIT. The network is comprised of innovators in countries around the world who have participated in the International Development Design Summit (IDDS), an intense, hands-on collaborative design experience that brings together people from diverse backgrounds to create technologies and ventures that improve the lives of people living in poverty.

The Financial and Program Administrator will oversee the financial and administrative functions of the International Development Innovation Network (IDIN), a new consortium program funded by the United States Agency for International Development (USAID). The main duties will be to manage the IDIN financial and reporting processes for D-Lab and the other consortium members. The Administrator will be knowledgeable about the details of IDIN's Cooperative Agreement and both MIT and USAID's policies and procedures to ensure that all agreement requirements are continually satisfied in a timely and professional manner.

Duties:

1. Establishing, implementing and updating financial systems and controls in compliance with MIT and USAID policies, procedures and regulations in collaboration with the other participating universities and the Office of Sponsored Programs (OSP).
2. Day-to-day financial tracking including monitoring of the approved direct and indirect agreement expenditures and cost-sharing for the consortium (MIT and sub-awardees).
3. Providing Consortium Principal Investigators (PIs), IDDS Coordinator, IDIN Program Coordinator, IDIN Research Coordinator, Administrative Officer, and Director with periodic updates of project finances, and promptly notifying them of any fiscal anomalies.
4. Manage the approval process for new sub awards.
5. Liaising with the Office of Sponsored Programs (OSP) to compile and submit quarterly and annual financial and technical reports in a timely fashion. This includes gathering and compiling all financial and technical documentation from consortium members, staff and students.
6. Where applicable, contributing to program deliverables (such as work plans, monitoring and evaluation plans, quarterly reports etc.) in collaboration with the IDIN Program Coordinator.
7. Attending regular IDIN meetings and seminars to report the financial state of the program and to provide counsel regarding agreement procedures to Principal Investigators (PIs), and the IDIN Program Coordinator.
8. Coordinating and maintaining detailed travel, equipment and other approvals from the sponsoring agency and ensuring that MIT and consortium members adhere to program reporting and approval requirements.

9. Communicating directly with USAID contracting staff and keeping abreast of new opportunities for partnerships through grants, cooperative agreements and contracts with USAID and other funding agencies.
10. Traveling (up to 10%) to Washington DC or other domestic and/or international sites for meetings with USAID and other partners.
11. Providing other administrative and logistical support such as scheduling meetings, supervising administrative project staff as needed and working proactively as part of a small program team, etc.

Qualifications:

1. Bachelor's degree (Master's degree desirable) in Management, International Studies or related field.
2. At least 5 years combined financial and program administration including financial reporting experience, with preference for programs with international partnerships.
3. High level of confidence and exceptional ability to communicate effectively with colleagues and management, both verbally and in writing.
4. A desire to continually improve the systems and functioning of the organization.
5. High degree of competence with Microsoft Office Suite, and preparing and executing meeting presentations using these tools.
6. Desire and ability to contribute to substantive discussions with IDIN members, staff and students about programmatic issues.
7. Strong ability to network and cultivate partnerships with colleagues at USAID, and consortium universities.
8. Excellent organizational ability, with astute attention to detail, ability to deal with ambiguity and to set and prioritize objectives and goals.
9. Ability to anticipate program needs and take action to ensure continuous, smooth functioning of the program.
10. Ability to think creatively to leverage resources and control costs.
11. Strong interpersonal skills, flexibility, resourcefulness, a cheerful attitude and a good sense of humor are critical.
12. Experience with USAID and/or MIT financial reporting processes highly desired.
13. Experience living and/or working in a developing country is desirable
14. Interest in the history of technology and international development a plus.

Title: Administrative Assistant, IDIN
Reports to: Director, IDIN
Location: D-Lab, MIT
Position: Full time

The International Development Innovation Network (IDIN) is part of the Higher Education Solutions Network (HESN), a groundbreaking partnership between USAID and top US and foreign universities committed to developing innovative solutions to global development challenges. IDIN is run by a consortium of universities including MIT, Olin College of Engineering, Colorado State University, University of California-Davis, University of São Paulo, and Kwame Nkrumah University of Science and Technology, and is led by D-Lab at MIT. The network is comprised of innovators in countries around the world who have participated in the International Development Design Summit (IDDS), an intense, hands-on collaborative design experience that brings together people from diverse backgrounds to create technologies and ventures that improve the lives of people living in poverty.

The administrative assistant will handle operational and administrative duties for the International Development Innovation Network (IDIN) as part of the newly launched USAID Higher Education Solutions Network (HESN), and support an administrative staff of five. Duties will include administrative tasks assisting with USAID grant execution and reporting; human resource administration; travel logistics; calendar, email list, and alumni database maintenance; financial transactions; and working as part of a team on a wide range of IDIN programs, projects, special initiatives, and events.

Duties:

- Provide support to the IDIN director, IDIN coordinator, IDDS coordinator, IDIN research coordinator, and IDIN program administrator, including:
 - Work with coordinators to prepare agendas for key meetings including steering committee meetings, consortium meetings, IDDS general meetings, and IDIN general meetings; support coordination of these meetings, including booking rooms, scheduling, and distribution of the agenda; take comprehensive minutes in these meetings
 - Support the IDDS coordinator with the administrative aspects of summit preparation, including: publicity, speaker travel logistics, scheduling, printing, and distribution. Assist with ongoing communication with participants and speakers by sending email reminders, updates, and maintaining the waiting list. Assist with the administrative aspects of the participant and organizer application processes in collaboration with the IDDS central organizing committee and under the supervision of the IDDS coordinator.
 - Process and verify IDIN credit card transactions; process vendors and purchase orders. Responsibilities include monitoring and reconciling accounts. Provide other administrative support to the IDIN program administrator.
 - Coordinate weekly updates to IDIN consortium members under the supervision of the IDIN coordinator
- Manage and direct incoming calls, visitors, and e-mail inquiries relating to IDIN, using judgment and knowledge to determine when to arrange consultations with supervisors and what resources to connect to.

- Manage and maintain key databases, email lists, and calendars critical to the operation of IDIN, which will include:
 - Academic calendars for each consortium university
 - IDIN director's calendar
 - IDIN curriculum repository
 - Repository of IDDS alumni stories with associated pictures
 - Detailed list of past participants
 - IDIN email lists
- Use web software to input, update, and maintain IDIN related websites, including the central IDDS website and participant and organizer application web pages. Monitor websites for accuracy and up-to-date information. Update basic content.
- Coordinate travel and visa arrangements and reporting as per the IDIN travel protocol, based on USAID requirements.
- Participate in preparation of quarterly reports to USAID and other USAID reporting requirements.
- Other duties as assigned.

Qualifications:

- A minimum of three years relevant professional experience; bachelor's degree preferred but not required.
- Excellent organizational skills; proven ability to exercise good judgment with minimal supervision, manage multiple projects simultaneously, and meet deadlines in a high-paced environment.
- Outstanding interpersonal, and communication skills; demonstrated talent and comfort interacting with a wide variety of personalities and cultures; tact, discretion, and the ability to handle confidential matters.
- Proficiency with Microsoft Office applications (Word, Excel, and PowerPoint) and willingness and aptitude for learning database and accounting applications as needed;
- Experience administering a government grant is desirable, but not required.
- Flexibility, a cheerful attitude and a good sense of humor are critical.
- Position requires someone who can adapt to multiple changes in a rapidly growing program that will continue to evolve.
- Experience with human service programs and with international populations beneficial